

# Review and Release

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## The Online Classification Review Process

Working with the Classification Group (S-7)

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NATIONAL LABORATORY

# Four Key Questions

- ◆ Is the material appropriate for publishing?
- ◆ Does the material contain scientific or technical information?
- ◆ Does the material contain otherwise controlled information?
- ◆ If the material were printed for distribution, would it be considered a "publication"?



# Is the material appropriate for publishing?

- ◆ Work related?
- ◆ Non trivial?
- ◆ Not an infringement of copyright or a violation of licensing agreements, other parties' proprietary rights, or other restrictions?
- ◆ Appropriately controlled?



# Does the material contain scientific or technical information (ie not purely administrative)?

- ◆ If yes, then you must get a classification review
  - Online if not a “publication”
  - Paper if “publication”

(Exception: Classification review is not required for Designated Unclassified Subject Areas (DUSAs))



## Does the material contain otherwise controlled information?

- ◆ Unclassified Controlled Nuclear Information (UCNI)
- ◆ Confidential Foreign Government Information-Modified (C/FGI-MOD)
- ◆ Proprietary Information, Trade Secrets
- ◆ Protected CRADA Information
- ◆ Medical records, performance appraisals, other OOU material
  
- ◆ If yes, then protect appropriately



If the material were printed for distribution,  
would it be considered a "publication"?

- ◆ If yes, then "publication release"  
is required

(To give the Lab credit per Appendix F and to register  
work with OSTI provide 3 printed copies and a  
Technical Information Release Form  
(Form 678) to

Jan Gallegos of S-7, 7-5013,  
Ad Building, first floor, east wing, A115

- ◆ Publication processing for DUSAs does  
not include classification review



# Online Classification Review

- ◆ Materials to be posted to the Laboratory Open WWW can go through a streamlined online classification review process, provided that
  - ◆ • The materials do not contain sensitive information (see IA-6303: Internet/WWW Information Categories);
  - ◆ • The materials, if printed, would not be considered a "publication" (see IA-6301: Guidelines for Publishing on the Laboratory Internet/WWW); and
- ◆ • The content owner has approved the posting of the materials.



## Exceptions - Online Classification Review Process

- ◆ Has the material already been processed and released in a different form (e.g., has an LA-UR number already been assigned)?  
We recommend posting the LAUR number with the material
- ◆ Is the material covered under a Designated Unclassified Subject Area (DUSA)? No review required



# Online Classification Review Process

- ◆ Initial classification review—  
prior to any posting:
  - S-7 or Authorized Derivative Classifier  
Then post to Lab-only Web (blue)
- ◆ Final classification review—  
prior to public (green with no restrictions)  
posting:
  - Send URL to S-7 via email
- ◆ On S-7 approval, post to public Web

